

INSPECTORS OF ELECTION DUTIES

Inspectors of Election normally handle the pollbook(s). Many of our larger precincts may have multiple pollbooks broken down alphabetically (ex. A-J, K-Z) and we need an Inspector for each pollbook.

Also, normally the pollworker designated as Minority Inspector will accompany the Judge of Election to Chambersburg at the end of the evening with all of the voted ballots and supplies.

When the Inspector is provided the voter's name, they will look it up in the pollbook and once locating the voter's information, the Inspector should check the signature box for any special notations. If there are no notations in the signature block, the voter will then sign their name in the designated box with the Inspector quickly comparing their signature with the one already printed in the pollbook. If everything appears to match, the Inspector will then record the ballot # assigned to that voter in the top left corner and then will write their initials where it asks for Insp. Init.

IMPORTANT: The voter's name must appear in the pollbook in order to receive a ballot.

If the voter has changed their address, name or wishes to change their party affiliation for the next election, the Inspector can provide the voter with either an Affirmation of Elector form that the voter can complete and turn in prior to leaving the polling place or the Inspector can provide the voter with a Voter Registration Application that can be taken with them, completed at home and mailed in at a later date.

If the signature block has one of the following notations (see sample pollbook page below), here is how it is handled:

ID REQUIRED appears in Voter Signature Block:

The voter is either a first-time voter or a new voter at the precinct. The voter must show an acceptable form of identification as specified on the list in front of each pollbook in order to vote. These forms include both photo and non-photo options but the most popular forms are their driver's license or voter ID card.

INACTIVE: AFFIRM REQ appears in Voter Signature Block:

The voter is inactive and/or may have moved out of the precinct and must complete an *Affirmation of Elector* form in order to vote. Usually a voter is marked "INACTIVE" if we send out a mailing and it comes back as being undeliverable. We will use the information on the completed form to update the voters' record, especially their address. At that time, the INACTIVE status will change to ACTIVE.

REMIT ABSENTEE or MAIL-IN – BALLOT OR VOTE PROVISIONALLY appears in Voter Signature Block:

The voter has applied for either an absentee or mail-in ballots but has not yet returned their voted ballot to Voter Registration. These voters have two options if they show up in-person at the polling place:

- 1) Remit/surrender their ballot & declaration envelope that they received. The voter will need to complete a small form titled "Statement Upon Surrendering Unvoted Absentee/Mail-in Ballot". This completed form plus the ballot packet marked "spoiled" should be placed in the Spoiled Ballot envelope in your supply box. This voter can then sign the pollbook and be given a regular ballot to vote in-person.
- 2) If the voter either forgot their ballot & declaration envelope or they destroyed it and they want to vote in-person, they must be given a provisional ballot packet to vote. You will find the provisional ballot supplies in the supply box in a large Ziploc bag. The provisional ballot will be returned to the County to research to determine if it can be counted or not after the election.

Digitized Signature		Voter Info	Assistance	Party	Voter Signature	3/23/2020 3:02 PM
Voter # _____ Insp. Init _____	WADE, RICHARD D 102 S MARKET ST APT 7 CARMICHAELS, PA 15320 11/8/1970 00200-1	D			04/21/8/11 WADE, RICHARD D ID REQUIRED	103572339-30
Voter # _____ Insp. Init _____	WALKER, CHARLES M III 103 N MARKET ST CARMICHAELS, PA 15320 9/24/1963 00200-1	D			9/24/1963 WALKER, CHARLES M III INACTIVE: AFFIRM REQ	004270200-30
Voter # _____ Insp. Init _____	WALKER, ELIZABETH C L 103 N MARKET ST CARMICHAELS, PA 15320 7/30/1964 00200-1	R			7/30/1964 WALKER, ELIZABETH C L	004267254-30
Voter # _____ Insp. Init _____	PENNABAKER, MELISSA J 408 AIRY VIEW RD SHERMANS DALE, PA 17090 8/8/1968 004-1	R			8/8/1968 PENNABAKER, MELISSA J REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY	BALLOT REMITTED? <input type="checkbox"/> 020409502-50
Voter # _____ Insp. Init _____	PENNDOT, DEREK 757 HIDDEN VALLEY RD LOYSVILLE, PA 17047 1/10/1994 015-1	D			1/10/1994 PENNDOT, DEREK REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY	BALLOT REMITTED? <input type="checkbox"/> 020163644-50

BALLOT CAST/NOT ELIGIBLE with NO Voter Signature Block Available – Voters that have this message appearing where the signature box would normally appear **will not be able to vote by any means at the polling place** since their voted absentee or mail-in ballot has already been recorded as being received by the County. Voters in this category will be in a totally separate section, either at the back of each pollbook or in a totally separate booklet.

BALLOT CAST/NOT ELIGIBLE, VOTERS	
TESTER, TESTER M 1284 SHEAFFERS VALLEY RD LANDISBURG, PA 17040 12/21/1964 015-1	R MAIL-IN - BALLOT CAST/NOT ELIGIBLE 004539048-50

BALLOT CAST/NOT ELIGIBLE, VOTERS	
SMITH, ANN M 224 YOUNGS CHURCH RD SHERMANS DALE, PA 17090 11/5/1963 004-1	R ABSENTEE - BALLOT CAST/NOT ELIGIBLE 004544711-98